

## **CITY OF BEAVERTON**

### **Senior Planner**

#### **General Summary**

Perform a variety of urban planning duties. Handle the most complex and sensitive projects and/or programs with continuing responsibility in a major specialized area. May supervise staff in section and/or act as a project/team leader

#### **Key Distinguishing Duties**

Overall responsibility for managing complex projects and/or programs; exercising functions typically associated with management responsibilities; and acting in a management capacity at meetings.

#### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Supervise the operation of the appropriate section of a department division. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the division management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Manage consultant activities and authorize payments to contractors and consultants.
2. Supervise staff to ensure City goals and objectives are met. Schedule, assign and review work. Conduct recruitment for vacant positions and make recommendations for hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Design and conduct economic, demographic and sociological studies including research, data compilation and analysis. Develop and recommend programs for the economic and physical planning of the City. Prepare written and oral technical reports, graphics and presentations on land use, transportation, development activity, population and employment growth or internal technical needs. Make presentations. Review proposed legislation.
4. Assist as a senior specialist in the development and updating of the City's Comprehensive Plan and Development Code.
5. Perform inspections and field observations at construction sites.

6. Serve as a senior specialist to a particular functional area for ongoing monitoring, updating and technical assistance. Organize and develop comprehensive planning options and issues. Work with internal and external customers to develop plans, programs and recommendations.
7. Act as staff liaison and prepare reports and recommendations for City Council and various Boards and Commissions for future growth, transportation system improvements, changes to development regulations, annexation or development applications.
8. Interpret and apply City planning policies and code provisions to specific issues. Review proposals/permits and coordinate the application process. Administer the Development Code specific to development activities including private development. Determine conformance of land use applications with zoning and building ordinances and the City's Comprehensive Plan.
9. Meet with and assist citizens and developers, in ensuring a satisfactory completion of the development review and planning process. Respond to inquiries concerning planning or technical projects and city standards.
10. Assist with preparing, recommending and monitoring the budget for a section.
11. Review the content on the Division's web page including, but not limited to, application forms, FAQ's and informational materials.
12. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employee development is encouraged and employees are focused on producing excellent quality results.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
15. Represent the City to the public, and in intergovernmental, legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
16. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
17. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
18. Participate in the City Emergency Management program including classes, training sessions and emergency events.

19. Follow standards as outlined in the Employee Handbook.
20. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

### **Other Functions**

1. Occasional visits to construction sites for field observation
2. Review and administer County Plans and Codes.
3. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Advanced knowledge of current issues, trends, practices and principles of comprehensive long/short range urban planning, transportation planning or traffic analysis.
- ◆ Advanced knowledge of the standards, laws, codes, ordinances and regulations governing comprehensive long/short range urban planning, transportation planning or traffic analysis.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to comprehensive long/short range urban planning, transportation planning or traffic analysis.
- ◆ Working knowledge of traffic impact analysis.
- ◆ Advance knowledge of traffic impact analysis for traffic specialty.
- ◆ Working knowledge of mathematical and statistical principles and analysis.
- ◆ Working knowledge of geographic information system.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.
- ◆ Strong knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Advanced ability to conduct complex technical research.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Working knowledge of traffic impact analysis
- ◆ Advanced knowledge of traffic impact analysis for traffic specialty.
- ◆ Strong ability to successfully manage the operations and budget of a section.
- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively manage multiple programs and projects.
- ◆ Ability to manage staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to build consensus.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.

- ◆ Advanced ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to independently complete written work products with virtually no spelling or grammatical mistakes or factual errors or omissions.
- ◆ Advanced ability to make presentations including graphics and develop reports that may include technical information.
- ◆ Strong ability to use MS Office word processing and spreadsheet programs and other software applications as required for position.
- ◆ Strong ability to deliver high quality work products on time.
- ◆ Ability to adjust to changing circumstances and priorities.

### **Minimum Qualifications Required for Entry**

Bachelor's degree in urban planning, geography, public administration, landscape architecture, architecture, traffic engineering, or related field, and 5 years progressively responsible experience in urban planning, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

*Transportation planning or traffic engineering assignment:*

Bachelor's degree in traffic engineering, transportation planning, urban planning, public administration, or related field and 5 years progressively responsible experience in transportation planning/traffic engineering including 1 year in a supervisory or lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

### **Working Conditions**

Regular focus on a computer screen with precise control of fingers and hand movements; occasional dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads; occasional work outdoors in inclement weather.

### **Classification History**

As of 10/97: Senior Planner

Revised: 1/98

New class specification title 1/98: Senior Planner

Revised: 2/05

Revised: 1/1/09

Status: M2

FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date